

TOPEKA HOUSING AUTHORITY
2010 SE California Avenue
Topeka, KS 66607
(785) 357-8842

HOW TO REPORT AN INCOME-HOUSEHOLD CHANGE

- ✓ You have thirty (30) days to report any changes. **All changes must be submitted IN WRITING; changes reported by TELEPHONE will not be accepted.**
- ✓ **EXAMPLE:** (1) if you **START** a new job, BRING A LETTER FROM THE EMPLOYER stating the hours worked per week, pay per hour and start date. (2) if you **TERMINATE** a job, BRING A LETTER FROM THE EMPLOYER which gives the termination date. If you file for unemployment, you must submit a copy of your determination letter as soon as you receive it.
- ✓ **EACH TIME A CHANGE IS REPORTED, YOU MUST COMPLETE AN INCOME CHANGE PACKET and attach your documented change.** Complete ALL ITEMS regarding all income and household members. ALL ADULTS must sign and date the forms. Be sure to include a phone number.
- ✓ If you submit the documented change but do not complete the Packet, you have not reported properly and this will only delay processing your change.
- ✓ Changes may be reported by mail, fax, in person or email. If you email your change, include "SECTION 8 CHANGE" in the Subject Line. You will also need to follow-up with supporting documents, as stated in the example above.
- ✓ Reporting a change may require an appointment for the change to be made.
- ✓ If the change is a decrease of income, it must be submitted by the 25th of the month to be effective for the following month.

FAILURE TO REPORT CHANGES IN WRITING WITHIN 30 DAYS IS CONSIDERED FRAUD AND MAY CAUSE YOUR SECTION 8 CASE TO BE CLOSED.

KEEP THIS FORM FOR FUTURE REFERENCE